



**Policy:** 2501  
**Procedure:** 2501.02  
**Chapter:** Wellness and Food Services  
**Rule:** Food and Nutrition

**Effective:** 09/19/06  
**Replaces:** 2501  
**Dated:** 02/16/99

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) provides food services to meet the basic nutritional needs of its juveniles as directed by both the Arizona Nutrition Standards and National School Lunch/Breakfast program (NSLB) are nutritionally balanced, well-planned, prepared, and served in a manner that meets or exceeds established health and safety codes.

### **Rules:**

1. **ADJC's** food service program shall comply with local, state, and federal sanitation and health codes.
2. **ADJC** shall participate in the U.S. Department of Agriculture School Lunch and Breakfast Program (NSLB) which reimburses the agency for meals that meet their nutritional guidelines. The **FOOD SERVICE PERSONNEL** shall:
  - a. Maintain accurate records of all meals served;
  - b. Submit facility reimbursement documentation accurately and timely to ensure funds are available with which to operate;
  - c. Maintain all required food service records for a period of five years to include published menus, food costs, and nutritional accounting as well as the number of meals served to juveniles, employees, guests, and visitors;
  - d. Follow NSLB nutritional guidelines by providing the Recommended Dietary Allowance (RDA) of protein, calcium, iron, and vitamins A and C:
    - i. Half of the grain products must be whole wheat or whole grain;
    - ii. Average daily calorie count for juvenile ages 13 to 17 receiving one hour of physical activity a day should be 2800;
    - iii. Limit total fat to 30 percent of calories;
    - iv. Limit saturated fat to 10 percent of calories;
    - v. Diet low in cholesterol;
    - vi. Lots of vegetables, fruit and grain product;
    - vii. Moderate in salt and sodium; and
    - viii. Follow the NSLB requirements as for amounts of grain, vegetables, fruits, milk, meats, beans, and oils.
3. **Menus:**
  - a. There is a single menu for juveniles. The **WELLNESS COMMITTEE, THE FOOD SERVICE MANAGER, AND HEALTH UNIT PERSONNEL** shall develop standardized menus for secure facilities. A **REGISTERED DIETICIAN** shall analyze the menus to ensure proper nutritional standards are met;
  - b. All menu changes shall comply with nutritional requirements (comparable items shall be substituted, i.e. vegetable for vegetable or protein for protein) and be submitted to the Wellness Committee with reason for the change and how the nutrition balance is maintained.
4. **Special/Religious Diets:**
  - a. Upon a physician's or dentist's order the **HEALTH UNIT PERSONNEL** shall order special diets to be served. The Health Unit request shall include:
    - i. Types of appropriate food; and
    - ii. The duration of the request.

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